

JANITORIAL FREQUENCY SCHEDULE

	REQUIREMENT:	FREQUENCY:
	ADMINISTRATIVE AREA-INCLUDES ALL OFFICES AND CONFERENCE ROOM	
1	Empty wastebaskets	5 times per week (M-F)
2	Wash inside and outside of wastebaskets	4 times per year
3	Vacuum upholstered chairs	1 times per week
4	Vacuum carpeted areas	5 times per week (M-F)
5	Shampoo or steam clean carpeting	2 times per year MAR-SEP
6	Dust all furniture	1 time per week (M-F)
7	Clean furniture/polish wooden areas	2 times per year MAR-SEP
8	Wash windows inside/outside, including Mgr Office door	1 time per month
9	Clean all metal hardware throughout office	2 times per year
10	Wash drinking fountains and surrounding wall area	5 times per week (M-F)
11	Dust ledges and other flat surfaces	1 time per week
12	Wash front glass entrance doors	1 time per week
13	Spot clean woodwork, walls & doors	1 time per week
14	Clean light fixtures	2 times between Sept - Mar 1 time per week Apr - Aug
15	Dust and clean Venetian blinds	1 time per month
16	High cleaning	3 time per year
17	Empty paper shredder	7 times per week
	KITCHEN/BREAKROOM & LOCKER AREA ESU	
1	Empty wastebaskets	7 times per week
2	Wash inside and outside of wastebaskets	4 times per year
3	Vacuum carpeting/sweep and mop floors	7 times per week
4	Clean kitchen sinks, counters and dining tables	7 times per week
5	Clean microwave oven inside and outside	7 times per week
6	Clean and deodorize refrigerators, wash inside and out	1 st and 3 rd Sunday
7	Dust ledges and other flat surfaces and top of lockers	1 time per week
8	Shampoo furniture/wash and polish wooden areas	2 time per year Mar & Sep
9	Spot clean woodwork, walls and door	1 time per week
10	Clean light fixtures	2 times between Sept & Mar 1 time per week Apr – Aug
11	High cleaning (not control room)	4 time per year
12	Clean countertops and outside of Wooden cabinets	7 times per week
13	Clean outside of all appliances	7 times per week
14	Machine scrub, wax and polish floor	3 times per year

JANITORIAL FREQUENCY SCHEDULE

	REQUIREMENT:	FREQUENCY:
	EQUIPMENT ROOMS	
1	Empty wastebaskets	7 times per week
2	Wash inside and outside of wastebaskets	4 times per year
3	Dust mop tile floors	7 times per week
4	Wet mop & machine buff waxed floors	1 time per month
5	Sweep floors	7 times per week
6	Strip, re-wax and machine polish floors	2 times per year (Apr and Oct)
7	Dust all furniture	1 time per week
8	Dust ledges and other flat surfaces	1 time per week
9	High cleaning (not control room)	1 times per year
	ALL RESTROOMS AND SHOWER ROOMS	
1	Empty wastebaskets	7 times per week
2	Wash inside and outside of wastebaskets	4 times per year
3	Sweep and mop floors	7 times per week
4	Thoroughly clean floors with floor machine	2 times per year Apr and Oct
5	Wash and clean restroom fixtures and handrails	7 times per week
6	Clean and sanitize toilets, toilet seats and urinals	7 times per week
7	Check restroom dispensers, clean and refill as necessary/restock toilet paper and towels	7 times per week
8	Wash restroom walls, doors and mirrors	7 times per week
9	Dust ledges and other flat surfaces	1 time per week
10	Clean air vents	2 times per month
11	Clean light fixtures	2 times between Sept – Mar 1 time per week Apr-Aug
	UNION OFFICES & BREAKROOM	
1	Empty wastebaskets	7 times per week
2	Wash inside and outside of wastebaskets	4 times per year
3	Dust mop tile floors	7 times per week
4	Wet mop & machine buff waxed floors	1 time per month
5	Strip, wax, and machine polish floors	2 times per year
6	Shampoo or steam clean carpeting	2 times per year Mar & Sep
7	Clean microwave ovens inside and outside	7 times per week
8	Dust all furniture	1 time per week
9	Shampoo furniture, polish wooden areas	2 times per year Mar & Sep
10	Dust ledges and other flat surfaces	Daily
11	Spot clean woodwork, walls, and doors	1 time per year
12	Clean light fixtures	2 times between Sept & Mar 1 time per week (Apr - Aug)
13	High cleaning (not control room)	3 time per year

JANITORIAL FREQUENCY SCHEDULE

	REQUIREMENT:	FREQUENCY:
	OSW	
1	Empty wastebaskets	7 times per week
2	Wash inside and outside of wastebaskets	4 times per year
2	Vacuum carpeting	7 times per week
3	Shampoo or Dry clean carpet	4 times per year mar-Jun-Sep-Dec
4	Clean kitchen sink, counters, and all counter tops	7 times per week
5	Wash & clean windows inside and outside	2 times per month (Sept – Mar) 2 times per week (Apr - Aug)
6	Dust ledges and other flat surfaces	7 times per week
7	Spot Clean carpet as needed	As required
	ALL STAIRWELLS	
1	Sweep and wet mop stairways	3 times per week
2	Dust ledges and other flat surfaces	3 times per week
3	Clean handrails	3 time per week
4	Strip, wax, and machine polish floor	2 times per year
	OPERATIONS AREAS	
1	Empty wastebaskets	7 times per week
2	Wash inside and outside of wastebaskets	4 times per year
3	Dust all furniture and equipment	7 times per week
4	Wash furniture to remove scuff marks	1 time per month
5	Dust all flat surfaces and ledges	7 times per week
6	Vacuum floors	7 times per week
7	Clean ceiling tiles	4 times per year
	ALL AREAS	
1	Clean door and partition glass	1 time per week
2	Polish/clean door kick plates and thresholds	2 times per month
3	Clean light fixtures	4 times per year
4	Wash all exterior windows inside and out	4 times per year
5	Shampoo all carpeted areas	2 times per year
6	Dust and clean Venetian blinds	1 time per month
7	Spot clean woodwork, walls, doors and partitions	1 time per month
8	Dry clean all curtains/draperies	1 time per year
	ENTRY AREAS	
1	Vacuum entrance areas	7 times per week
2	Wash entrance door glass	2 times per week
	MISCELLANEOUS	

JANITORIAL FREQUENCY SCHEDULE

	REQUIREMENT:	FREQUENCY:
1	Wash and sanitize all drinking fountains	7 times per week
2	Replace burnt out light bulbs (except exit lights)	As needed
3	Clean and refill all cigarette receptacles	2 times per day
4	Clean, pickup and provide pesticide strips during moth and fly season	As required
	CAFETERIA/KITCHEN AREAS	
1	Empty wastebaskets	7 times per week
2	Wash inside and outside of wastebaskets	4 times per year
3	Clean inside and outside of microwave ovens	7 times per week
4	Clean and deodorize refrigerators, wash inside and out	1 st and 3 rd Sunday
5	Clean counter tops and outside of cabinets	7 times per week
6	Clean outside of all appliances	7 times per week
7	Clean sink	7 times per week
8	Sweep and mop floor	7 times per week
9	Machine scrub, wax, and polish floor	4 times per Year
10	Spot clean walls	1 time per month
	LOCKER/FITNESS AREAS	
1	Clean counter tops and outside of cabinets	7 times per week
2	Clean outside of all fitness equipment	7 times per week
3	Clean sink	7 times per week
4	Dump wastebaskets	7 times per week
6	Sweep and mop floor	7 times per week
7	Machine scrub, wax, and polish floor	1 time per month
8	Spot clean walls	1 time per month
	OPERATIONS AREAS	
1	Empty wastebaskets	7 times per week
2	Wash inside and outside of wastebaskets	4 times per year
2	Wash wastebaskets	4 times per week
3	Dust all furniture and equipment	7 times per week
4	Wash furniture to remove scuff marks	1 time per month
5	Dust all flat surfaces and ledges	7 times per week
6	Vacuum floors	7 times per week
7	Clean ceiling tiles	2 times per year
	ADMINISTRATIVE AREA	
1	empty wastebaskets	5 times per week, M-F
2	Wash inside and outside of wastebaskets	4 times per year
3	Vacuum upholstered chairs	1 time per week
4	Dust office furniture and equipment	5 times per week, M-F

JANITORIAL FREQUENCY SCHEDULE

	REQUIREMENT:	FREQUENCY:
5	Wash furniture to remove scuff marks	1 time per month
6	Clean all metal hardware throughout office	2 times per year
7	Vacuum carpeted areas	5 times per week, M-F
	ALL AREAS	
1	Clean door and partition glass	1 time per week
2	Polish/clean door kick plates and thresholds	2 times per year
3	Clean light fixtures	4 times per year
4	Wash all exterior windows inside and out	4 times per year
5	Shampoo all carpets	2 times per year
6	Dust and clean Venetian blinds	1 time per month
7	Spot clean woodwork, walls and partitions	1 time per month
	ENTRY AREAS	
1	Vacuum entrance areas	7 times per week
2	Wash entrance door glass	1 time per month
	RESTROOMS AND SHOWER ROOM	
1	Clean fixtures and chrome fittings	7 times per week
2	Clean/refill all dispensers with stock	7 times per week
3	Clean mirrors	7 times per week
4	Mop floors	7 times per week
5	Disinfect and clean shower enclosure	1 time per month
6	Sanitize toilets, toilet seats and urinals	7 times per week
7	Spot clean restroom walls, partitions and doors	1 time per week
8	Wash walls, partitions and doors	2 times per year
9	Vacuum ceiling vents	1 time per month
	MISCELLANEOUS	
1	Wash all drinking fountains	7 times per week
2	Replace burnt out light bulbs (except exit lights)	As needed